

U N A P P R O V E D

**WORK SESSION
OF THE BRIGHAM CITY COUNCIL
TO DISCUSS CITY FACILITIES/SPACE NEEDS
AND
VISION 2012
JULY 11, 2006
6:00 P.M.**

PRESENT:	Lou Ann Christensen	Mayor
	Jon Adams	Councilmember
	Holly Bell	Councilmember <i>(arrived at 6:16 p.m.)</i>
	Alden Farr	Councilmember
	Reese Jensen	Councilmember
	Steve Hill	Councilmember
ALSO PRESENT:	Jim Buchanan	Emergency Services Director <i>(arrived at 7:22 p.m.)</i>
	Mary Kate Christensen	City Recorder
	Larry Douglass	Director of Museum/Gallery
	Nancy Jo Green	Director of Senior Center
	Sue Hill	City Librarian
	Paul Larsen	Director of Economic Development <i>(arrived at 6:26 p.m.)</i>
	Bruce Leonard	City Administrator
	Mike Nelsen	Police Lieutenant
	Steve Nelson	Maintenance Superintendent
	Dennis Sheffield	Director of Finance
	Mark Teuscher	Supt of Community Development/City Planner <i>(arrived at 7:30 p.m.)</i>

Facilities/Space Needs

City Hall Overview

Mr. Leonard gave an overview of the history of the Brigham City Hall building. It was constructed in 1973 for \$545,000 through a 15-year GO bond with limited seismic design with \$545,000. The exterior walls are cinder block with brick veneer. There is no lateral bracing. The original building did not include the east annex or a finished basement.

The First District Court was a tenant occupying the east portion of the second floor. They moved into their new building in the late nineties. Public Works and Parks and Recreation were sharing the east main floor area at that time. After the court moved, Public Works relocated to the second floor and Parks and Recreation moved to the basement. The Police Department moved their offices from the basement to the main floor, retaining their armory and evidence storage and training room in the basement.

The space in City Hall has been reconfigured and subdivided many times since 1973. Mr. Sheffield's office was once the main break room. All restrooms are now ADA compliant. Every available nook and cranny has been used for offices or limited storage. The press room in the Council Chambers is now the HR Coordinator's office.

The employee base since 1973 has grown considerably. Currently, the Finance area has 11 employees, the Police area has 15 employees (excluding patrol), Public Works has ten employees, the Mayor's area has four employees, the basement area has nine employees and eight offices, plus the map and communications rooms and Police area.

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Growth Problems/Concerns

Mr. Steve Nelson said when City Hall was built in 1973, there was no access to the basement from the east, only the main floor. The basement was unfinished. In 1974 a project was started to house the Police Department. This required an entrance to the basement from the east. The City had no money to complete this project, so the Police, Inspection and Building Maintenance departments volunteered their time and labor. The project was completed in 1976. The east entrance to the basement was the first task, requiring excavation, cutting a hole in the foundation for the entrance door, and building concrete stairs.

In 1995, when the court moved to their new building, the second floor was reconstructed to house the Public Works Department. The second floor was remodeled to accommodate the Police Department. The basement was almost completely demolished and reconstructed for new office space for Parks and Recreation.

Mr. Nelson said there is an ongoing search for office space at City Hall. Since the remodeling in 1995, they have found space for four new offices in the basement, depleting the Parks and Recreation area.

The Police Department has also undergone several changes. When the dispatch center was moved to the Sheriff's Office, the area was completely redone.

Mr. Nelson said heating and air conditioning duct work has been manipulated several times, and is still not working properly.

The Public Works area has been changed twice in the main area since 1995 to gain additional office space, in addition to dividing one office into two office spaces.

The Mayor's area was expanded into the corridor leading to the west emergency exit.

The heating system on the roof was replaced which cost as much as a quarter of the cost of the building when it was built. They have also redone the roof a few times.

Mr. Nelson said the Police Department ultimately needs a building of their own. The Police Department is one of the most important departments in the City and they need to be taken care of.

Mr. Leonard said if the employee base increases any more, the cubicle areas would have to be subdivided into smaller cubicles.

Mayor Christensen asked how much it would cost to get City Hall up to seismic requirements. Mr. Leonard said he talked with Jared Johnson, Building Official, and in some of the buildings when this is done they have to remove the roof and install rebar. It is very expensive. Mr. Leonard said he did not know how lateral support could be done. Councilmember Adams said it would be a tremendous interruption to retrofit City Hall. Offices would have to be moved to another building while it was done. Councilmember Jensen said if a major reconstruction was done to City Hall, the codes would probably require that it be made up to seismic standards. Because of this, he felt the City should avoid enlarging the building.

Police Department

Lt. Nelsen said the Police Department offices include 2,016 square feet. During normal business hours there are 15 employees in the area. This does not include victims, complainants, guests, visitors, or suspects that frequent the area. During non-business hours, the Patrol staff use the office area for report writing, logging evidence, and interviewing and interrogating victims.

In the basement of City Hall, the Police Department maintains an area consisting of approximately 1,000 square feet which contains evidence lockers, crime lab, armory, property/equipment, bulk storage, interrogation room, fingerprinting desk and a training room that is used by everyone.

The Police store their large evidence, such as bicycles, lawn mower, motorcycles, at the City Shops.

Lt. Nelsen said adequate space is a severe problem and is getting worse every year. The Records Management area is approximately 85% full with no room for growth. Federal and state laws require that records be kept a minimum of five years. Some reports are permanent records and cannot be destroyed. Video tapes from the in-car cameras also have to be stored for evidence. Tapes from witness statements also have to be kept for evidence.

The administration area is very crowded. There is one hallway that is less than 3' and people have to turn sideways when two people cross in that hallway.

The squad room is 15' x 15'. They have 12 half-sized lockers to keep their boots and clothing, criminal books, forms, reference manuals, etc.

There is a very small room that is used for an interview room. It was originally a supply storage room. It is much too small and not private or secure. The lab is in the basement where marijuana is tested. This is also not secure. There is also no secure area for interrogations. There is no meetings or conference rooms. The training room is ill-equipped. The physical training room is at the EMS building. There are no shower or bathroom facilities. There is no place for the K-9 to be locked up. There is no secure parking for patrol cars.

Lt. Nelsen showed slides of several areas in the Police Department illustrating the crowded conditions.

Senior Center

Ms. Green said the Senior Center has been in their current location for 36 years. The kitchen was added in 1989 and further remodeled in 2002 to keep up with the increasing needs of the seniors. Today they serve over 200 meals per day along with several activities. A room was made in the back of the craft room to create the fitness room, and then more space was taken to create the computer lab. Each area in the center is utilized throughout the day to provide classes ranging from art to internet and Spanish. The Center is currently being remodeled to provide much needed office space for staff.

As the senior population grows, the need also grows for support staff to provide the programming and reporting mandated by the Older Americans Act. It is estimated that in 2007 Brigham City will have more people over the age of 60 than under the age of 18.

Space needs at the Center are continuing to increase. They are beginning to offer night programs to alleviate the crunch and also meet the needs of some of the younger seniors.

An ongoing problem is parking. Normal activities utilize every available space. There are 78 parking spaces, of which 12 are handicapped parking spaces and seven are used for the Center vehicles. When there is a big activity, employees park on the street so patrons can use the spaces close to the building.

They receive constant requests from the seniors for new activities and classes; however, space restricts what they can offer. Some of the requests include woodworking, leather working, pottery, and quilting.

Their greatest needs include:

- ◆ Dedicated classroom space. They are constantly moving furniture around to accommodate activities.

- ◆ Private space areas for health clinics, such as foot clinics, massage therapy, hearing screening, chiropractic, blood pressure, blood sugar, etc.
- ◆ Counseling room for legal and health consultations.
- ◆ Elevator to basement. The pool tables are downstairs and a lot of seniors use them. When the museum is open they can use the ramp.

Mayor Christensen asked Ms. Green if the Museum moved out of the basement, what they would be able to do with that space. Ms. Green replied that they could move their classroom space and fitness classes to the basement. They could also provide adult daycare for people that are suffering from dementia. This would provide a lock down environment for them.

Library

Ms. Hill said in 2003, the Utah State Library Division hired a building consultant to survey all public libraries in the state to evaluate their building needs. The study found that Brigham City library had 12,000 square feet of space. In 2003 it was suggested that a community the size of Brigham should have a minimum of 14,971 square feet. The library does not have adequate shelf space for library materials. For the last five years, 2,310 to 5,320 books are moved every year to make room for new books. In addition, the library does not have adequate space for computers for public use. There are four computers with internet access and four more used to access the library card catalog. Brigham City has the lowest number of public computers of any public library. There is not adequate study tables, because they have put shelves where study tables used to be. They would like to have a children's bathroom with access from the children's area for their safety.

Ms. Hill said one of the reasons they would like to build a new library now is because interest rates are going up as well as construction costs. In addition, thousands of dollars in manhours have been spent on the feasibility study. The feasibility study cost \$49,650. They had two surveys performed, including Dan Jones. They conducted two public meetings, and several newspaper articles appeared in the local paper. The citizens of Brigham City know there is a need for more library space and are ready to vote on it.

Over the past year and a half, the librarian and Building Committee visited 20 new or older libraries, took pictures, talked to several people. They gave a presentation to the Library Board and library staff on what they found.

In the two week in-house survey, 187 out of 190 of those surveyed said they preferred the library in the City center. The Dan Jones survey responded positively on how well the library was meeting their needs.

Ms. Hill reported that based on the square foot projections, a new library of 25,000 square feet would require a \$5.7 million bond. This would be an additional library tax of \$6.00 per month on a \$120,000 home, or \$74.00 per year on a 20-year bond. The Library Board will come to the July 20th City Council meeting to ask authorization to hire a bond attorney and proceed to have the bond put on the November election. If a basement is added to the new building, it would be an additional \$375,000. The Museum-Gallery could be moved to the basement and use 20,000 square feet, and the library could use the remaining 5,000 for storage. The cons of this option is that it is slightly more expensive, and additional property will have to be acquired.

Another option is to add onto the current library. This would allow continued use of the historic Carnegie building. This option received positive comments at the public hearings. The cons for this option is that the current building does not accommodate modern technology easily, there are multiple floor levels, and the library would have to be closed for day-to-day operations during construction for 18 months.

The option to move the library to the old K-Mart Building in the new USU Innovation Center received overwhelming negative comments at the public hearing. Citizens wanted the library downtown, did not like the ongoing lease payments, and did not like the fact that the City would not control the building.

Councilmember Farr asked how many library patrons are from outside Brigham City. Ms Hill said there are several who pay the non-resident fee, but she did not have the number available. She estimated the non-resident fee brings in \$20,000 per year at \$45 per family. She added that the Board talked about other cities being willing to contribute to the new library, but the biggest concern is that it would have to become a special taxing district. The State Library Board said this was on hold and the state was not allowing it. Currently, the library tax goes directly to the County if the person lives in the County, so they would be taxed for the Book Mobile and the Brigham City library. This would be double taxation.

Museum Gallery

Mr. Douglass stated that the Museum-Gallery currently consists of two gallery areas. The rotating gallery area is approximately 2,900 square feet. He recommended adding 1,000 square feet so when the national shows are at the museum, there would be adequate room for display.

The storage area is very crowded with donations. He recommended doubling the storage area.

Mr. Douglass recommended 10,000 square feet for the permanent history area. This will enable him to display more of the history of Brigham City during the co-op era, as well as the Bushnell Hospital and Intermountain area history. This would be adequate room to have a video component, interactive component, and artifact component.

Mr. Douglass also recommended adding an area for a shop area and an office and break room area slightly larger than what they have now.

Mr. Douglass added that museums require specialized light, with no direct sunlight. Temperatures should be between 68 and 70 degrees, and humidity should be between 40-50%.

Councilmember Hill asked how much it would cost to add a basement for the museum if a new library building is constructed. Mr. Leonard said it would cost \$1,150,000 at \$50.00 per square foot.

Councilmember Jensen said he talked to Mr. Douglass about the Gunther fossil collection, and he estimated it would take 10,000 square feet to display the collection. That would not be enough room for the entire collection, it would have to be rotated. He added that it would not necessarily have to be part of the Museum-Gallery.

The Council decided to continue discussion on the facilities issue after the Vision 2012 discussion. The Council took a 10-minute recess.

Vision 2012

Dan Jones Study Review

Mayor Christensen reviewed the highlights of the Dan Jones survey. There were 404 Brigham City citizens that participated in the survey. Question No. 2 was, "Would you say overall things in Brigham City are headed in the right direction, or do you feel things have pretty seriously gone off the wrong track?" 75% said Brigham City is heading in the right direction. This should make the Council feel good about what the City is doing. Another question was, "What would you say was the greatest problem facing Brigham City?" The highest percentage, or 16%, said the lack of businesses and lack of economic development. 21% said they did not know. Another question was "From your experience, how well does the Brigham City library meet your needs?" 55% said very well; 35% said moderately well. Question No. 59 was "How confident are you that Emergency Management in Brigham City can handle emergencies that the City may face?" This was very high with 89% responding that they were either confident or somewhat confident that the City could handle emergencies. Another one was "Do you have a 72-hour kit for your family?" 74% responded that they had a 72-hour kit. The Mayor said these results indicate that the City is heading in the right direction.

Vision 2012 Structure Plan

Mr. Leonard said he and Mr. Buchanan met with Dennis Gailey after the last work session, and discussed how to get the groups together, how to get the information to them, and how to get them started. They decided they should schedule a meeting involving the four focus group areas and present the structure of the Vision 2012 mission and provide them a meal. During the meal, have a special speaker who has had success with meeting a vision and meeting goals, that will tell this group "you can do it" and this is how you do it. After that, break out into teams and present the goals the Council have set and what the teams should focus on and then start the process.

Mr. Leonard said they would like to add one more member of City staff. They recommended Blake Fannesbeck be the team leader for responsive government.

Mr. Buchanan added that it is important to remember that this has to be flexible. As it is developed, it may need to be changed. The goal or vision will not change, but the structure may change. Another thing they discussed at the meeting was that these boards and commissions still function under a department of the City. Any money they spend or anything they plan that requires funds, will have to go through the City department and go through the budget process. Councilmember Adams recommended one of the first things they talk about at the meeting is to educate them on the budget process – when it starts and what has to be done to get something in the budget.

Mr. Buchanan asked how often the Council wants to be updated on this process. The Council instructed them to provide a copy of the monthly measurements and milestones.

Goals - Open Discussion

The Council reviewed the goals and made changes accordingly.

Councilmember Jensen said he has gone through several of these, and he cautioned that it needs to be kept as simple as possible. If it gets over complicated, people are going to give up before they even start.

Mayor Christensen asked that the Council be notified when the team holds the meeting with the big group so they can attend and show support.

MOTION: Councilmember Farr made a motion to accept the goals as discussed, seconded by Councilmember Jensen and unanimously carried.

Facilities Space Needs (Cont'd)

Councilmember Bell recommended the City bond for \$8M, build a 30,000 sf two-level library, with the Library upstairs and the Museum downstairs, with 10,000 sf for the Gunther collection, move the Police Department and Leisure Services to the existing Library, City Hall employees could then use the remaining space in the City Hall building. Councilmember Hill asked Lt. Nelsen how the Police Department felt about moving to the library building. Lt. Nelsen replied that the Chief is not in favor of it. One of the reasons is because of the cost to remodel it to accommodate a Police Department.

Councilmember Hill suggested bonding for \$8M, build a 30,000 sf two-level library, move Administration, the Mayor's office, Council Chambers, and Leisure Services to the library. This would give the Police Department the entire first level and basement of City Hall.

Councilmember Jensen said his greater concern is economic development. He did not feel that the City is doing enough in building a business park, installing infrastructure, and staging the City to attract business. He found it hard to justify spending money for a new library when he felt the City should be focusing on economic development. Councilmember Hill asked where the money would come from for economic development. Councilmember Jensen said building a library now is like trying to build a house before building

the foundation. Councilmember Hill disagreed, saying that the Library Board has been working on this for a year and a half. Councilmember Jensen expressed concern that the City is not doing enough for economic development. Brigham City is losing a lot of businesses because an area is not shovel ready. Businesses do not want to spend time negotiating with a property owner, hauling in fill, working wetland issues, etc. When they are looking for a place, they want something that is ready. Neighboring cities are taking businesses away from Brigham City because they are ready and Brigham City is not. It is difficult to justify putting money into a library when the Dan Jones survey indicates that citizens feel are adequate, rather than focusing on what needs to be done to try and attract businesses. There are a lot of EDAs and RDAs, but it is not building anything. If the City has to use a GO bond to do an industrial bond, maybe that's what should be done.

Councilmember Farr said there is a high response in favor of a new library; however, he questioned if this is because there is a small group of people that go to the library and those are the responses, or is there really a big need for a new library. He suggested looking into building a community library, where Mantua, Perry, Corinne and Willard help pay for it. Doing a partnership makes more sense than Brigham City having to pay for all of it and surrounding communities benefit from it for only \$45 per year. He suggested looking at other facilities within the City that could house some City departments. For example, the CTC Director move to the Lincoln Center, the Electric Department move to the Service Center, the Volunteer Center move to another location. He felt there are probably a lot of little things that could be done to free up space. He was also concerned that a 30,000 sf building would impede the long-term vision for Academy Square. He also wondered if there will be adequate parking for everything that is planned downtown.

Councilmember Adams said he felt it was time to look at public safety. He agreed with Councilmember Farr regarding moving people around and de-centralizing. A lot of cities are having to do that. This would free up a lot of space. As the City tries to protect its quality of life and starts growing, he does not want to compromise public safety. He felt the City is going to throw good money away if Council does not look at building a new facility for public safety rather than trying to retrofit an existing facility.

Mayor Christensen said Ms. Hill talked to her briefly about moving the library into City Hall and have the City build a new building for public safety and the employees currently at City Hall.

Councilmember Adams said another possibility is expanding by the City Shops.

Councilmember Adams added that the library should remain downtown. He felt it will be an integral part of Academy Square, and will help make the rest of Academy Square become a reality.

Councilmember Hill expressed concern with the items Lt. Nelsen discussed because he felt there were several things that could affect a court case. These items need to be addressed.

Councilmember Farr made another suggestion of moving Public Works to the west side of City Hall and the Police Department on the east side, including the basement. Mayor Christensen said another option is to leave Administration and the Mayor's office in the current City Hall and moving Public Works to the library and letting the Police Department use the Public Works Offices.

Mr. Sheffield said if the City needs \$6M for the library, maybe the bond should be for \$8M and use the additional money to do the remodeling for all the other buildings. Councilmember Adams wondered if there might be some kind of grant money for the Carnegie building. Mayor Christensen said the Lobbyist told her there would be money for the Carnegie building, so the City could pursue that over the next year. However, she was not sure whether it would have to remain a library to qualify for the money. Mr. Leonard said there are a lot of problems with this building. There is leakage where the addition was added to the old Carnegie Building. The roof has been repaired several times but there is still leakage.

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Mr. Sheffield said if the Council waits one year, the golf course bonds will be paid off and this will help offset the rate needed to pay the library bond. This would result in a lower tax rate increase for the citizens. If the Council decides to put it on this year's election, Mr. Sheffield recommended amending the budget and making the transfer of \$141,000 to pay off the golf course bond.

Mary Kate Christensen said another option is to have a special election in June 2007. However, special elections generally do not have a very good voter turnout.

Mr. Leonard suggested if a new library is built, to move all the City Hall basement employees out and the Police Department could use the main floor and the entire basement. Leisure Services and the Volunteer Center could move to the current library; the Energy Conservation employee could move to the Service Center; CTC Coordinator to the Lincoln Center. This would be the best combination without having to do a lot of renovation.

The Council scheduled another work session for July 18 at 6:00 p.m. to continue this discussion. They asked for the following items for that meeting.

- ◆ Mr. Leonard will follow up with Ms. Hill regarding Cooper Roberts giving an estimate for renovation of the library.
- ◆ Mayor Christensen will talk to Pat Jordan regarding any available funding sources for the Carnegie Library.
- ◆ Alternative offices for some of the smaller departments (Volunteer Center, CTC, etc.)
- ◆ More firm costs on adding the museum to the new library.
- ◆ More firm costs on retrofitting of the current library options.
- ◆ Mr. Larsen will look into funding opportunities for economic development.
- ◆ A list of options that have been discussed.

The meeting adjourned at 10:00 p.m.

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